

# **MI-WIC POLICY**

## ***Equipment Maintenance***

### **10.00 Equipment Management**

***Effective Date: 7/28/08***

### **10.02 Equipment Maintenance and Replacement**

**PURPOSE:** To state local agency responsibilities for maintaining equipment and working with the State for replacement of equipment.

#### **A. POLICY**

1. All computer equipment purchased by MDCH/WIC for the local agency will be covered under a manufacturer's limited warranty.
  - a. It is the responsibility of the local agency to contact the manufacturer for any repair of equipment while under the manufacturer's warranty.
  - b. Once the manufacturer's warranty has expired, it is the responsibility of the local agency to maintain and service equipment, either through a maintenance contract with a local vendor for service/repair or some other arrangement.
2. When WIC-funded computer equipment is no longer used for its original purpose, the equipment may be used in other activities currently supported by the federal agency or related programs (i.e. WIC administrative tasks, other programs within the agency) or salvaged.
  - a. WIC-funded computer equipment that has a current unit value of less than \$5,000 may be retained, sold or otherwise disposed of. Property records must be maintained that include:
    - i. A description of the item
    - ii. Serial number
    - iii. Method of disposal (i.e., donated to charity, used for parts, thrown in dumpster, etc.)
    - iv. Date of disposal
  - b. Document disposition or disposal (salvage) of equipment and send a copy of the document to the WIC Local Agency Liaison. Documentation shall include:
    - i. A description of the item
    - ii. Serial number
    - iii. Method of disposal (i.e., donated to charity, used for parts, thrown in dumpster, etc.)
    - iv. Date of disposal
    - v. Proceeds from any sale (if applicable)
  - c. Computers must be stripped of all client data prior to disposal or use in other programs (See Policy 10.01 Equipment Inventory).

- d. Equipment that is no longer used for its original purpose is not eligible for replacement.
3. If WIC computer equipment is no longer usable due to obsolescence or irreparable damage, the local agency can request replacement of the equipment. WIC Coordinators shall submit computer equipment replacement requests to the State or Local Agency Liaison.

References:

7CFR, Section 3016.32

Cross-references:

10.01 Equipment Inventory